



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Public Works
(Requesting Department)

Date: October 8, 2020
(Submission Date)

For the October 27, 2020 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ New Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 11,500.00
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____

Approval:

This request was approved by the Board of Public Works
(governing Board of your department)
at its meeting held on October 14, 2020.
(date)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:30 p.m. in the Council Chambers.

(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

The DPW request a transfer of \$11,500.00 from DPW Bldg. Main Division regular salary account to DPW Bldg. Main Division overtime account. The transfer request covers an anticipated shortfall in the overtime account which has occurred due to current staff working to cover time associated with the vacancy of two custodians. Due to the vacancies regular wages have not been expended, however overtime cost to cover a portion of the work has been incurred.

Please note that the two custodian vacancies have been filled and DPW does not anticipate additional overtime cost to cover vacancies.

Transfer(s) complete the following:

From:	0013013-514000	To:	0013013-515100	Amount:	11,500.00
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
	_____		_____		_____